



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

June 5, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

SOLE SOURCE CONTRACTS ANNUAL SURVEY

On February 6, 2008, the Board of Supervisors approved revisions to Board Policy 5.100 – Sole Source Contracts (Policy). The revised Policy was effective immediately and it continued the requirement for departments to advise the Board in advance of commencing negotiations for Board-approved sole source services contracts in excess of \$250,000. The updated Policy also mandated departments to:

- 1) Attach a Sole Source Checklist to any Board letter which includes a recommendation to approve a sole source contract. The Checklist is reviewed and approved by this Office to ensure compliance with the criteria for sole source contracts prior to submittal to the Board; and
- 2) Track their sole source contracts below the threshold of \$250,000, provide such information to this Office beginning June 2008, and on an annual basis thereafter.

Consistent with the above requirements and utilizing the attached template for sole source contracts below the threshold of \$250,000 for Fiscal Year 2008-09, please provide for each contract, the following information:

- The contract number, amount of contract, contract term, name of contractor, type of service, and a brief description of the justification for pursuing the sole source contract. *Note: Please also include any extensions of prior sole source contracts or extensions of competitively bid contracts which have been extended past options years on a sole source basis in 2008-09.*

Please provide this information to James Hazlett via E-mail at jhazlett@ceo.lacounty.gov by **Friday, June 26, 2009**. Please let me know if you have any questions regarding this correspondence, or your staff may contact Mr. Hazlett at (213) 974-1148. We will utilize the compiled information to report back to the Board. Thank you for your assistance in this effort.

WTF:ES:MKZ
FC:JH:pg

Attachment

c: Administrative Deputies
Contract Managers' Network

2009-06 – 06-05-09 Sole Source Contracts Annual Survey

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

**COUNTY OF LOS ANGELES
SOLE SOURCE CONTRACTS SURVEY**

DEPARTMENT:		DEPARTMENT CONTACT NAME:
TELEPHONE NUMBER:	E-MAIL ADDRESS:	TITLE:

SOLE SOURCE CONTRACTS

[illegible]